

~~SECRET~~

DTR-6895

DD/S 71-3919

01 OCT 1971

MEMORANDUM FOR: Deputy Director for Support  
 SUBJECT : Senior Seminar Amenities

1. This is to request that the Senior Seminar be authorized to serve alcoholic beverages at the several evening sessions which involve dinner and guest speakers.
2. It is understood and agreed that the Chief of the Senior Seminar Staff will attend to all the details in accordance with the exemption granted in the attached letter to the Director by the Administrator of the General Services Administration.
3. Evening sessions scheduled at this time include:

Tues. 28 Sept. - [redacted]

Wed. 6 Oct. - Ambassador Foy Kohler

25X1A

Tues. 12 Oct. - P. Claxton - State

25X1A

Thurs. 21 Oct. - [redacted]

[redacted]  
Acting Director of Training

25X1A

25X1A

APPROVED: [redacted]

8 OCT 1971

*for*  
 John W. Coffey  
 Deputy Director  
 for Support

Date

## Distribution:

Orig & 2 - Adse (return to O/DTR)  
 2 - DTR  
 1 - D/DTR  
 2 - SS Chron. (1 w/h)

RSW

25X1A

OTR/SS [redacted] :cd (20 Sept. 71)

★ For Executive Dining Room only.

~~SECRET~~

FEB 28 1971

EDP  
file

100-10000000000  
71-996

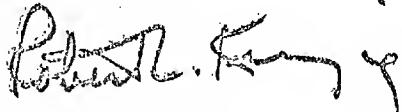
Honorable Richard Helms  
Director, Central Intelligence  
Agency  
Washington, D.C. 20505

Dear Mr. Helms:

In response to Mr. Coffey's letter of January 25, authorization is hereby granted to you to serve alcoholic beverages at your headquarters in McLean, Virginia, as an exception to section 101-19.306 of the Federal Property Management Regulations and subject to the following:

1. The serving of alcoholic beverages will be completely arranged for by the hosting official, and General Services Administration building custodial, craft, or contract personnel will not be involved as participants, onlookers, or in any other manner.
2. The hosting official will be fully responsible for the proper management of affairs at which alcoholic beverages are to be served to assure appropriate conduct by participants at all times.
3. Full or partially filled alcoholic beverage bottles, glasses, or other containers will be handled so as to preclude GSA building custodial, craft, or contract personnel or other unauthorized persons from having access thereto during or following affairs at which alcoholic beverages are served.

Sincerely,



Robert B. Kunzig  
Administrator

Feb 1 1971